



J O B D E S C R I P T I O N

POSITION: **PARK RANGER ASSISTANT (PART TIME / SEASONAL)**

WAGE: **\$13.58 to \$17.88 PER HOUR**

JOB DESCRIPTION: The Park Ranger Assistant provides information and assistance to the public and enforces laws, rules and regulations (including sections of the Fremont Municipal Code) pertaining to park and recreation facilities.

EXAMPLES OF DUTIES (This is a general description of duties and is not all-inclusive)

- Responsible for patrol and general supervision of Central Park and its recreation facilities and picnic areas
- Give information and provide assistance to the public acting as a City of Fremont liaison
- As a Public Officer, may enforce the Fremont Municipal Code within the park system including issuing citations
- Knowledgeable of the rules, regulations and ordinances of the City of Fremont park operations
- Maintain continual radio communication with other staff
- Provide traffic and parking control as needed
- Provide emergency animal services
- Conduct historical and natural history interpretive programs for children and adults
- Responsible for patrol/supervision of other facilities/ parks throughout Fremont as needed
- Perform minor maintenance work on equipment and facilities

MINIMUM QUALIFICATIONS

- Must be at least 18 years old; Over 21 preferred
- Must possess and retain a valid class C California Driver's License
- Willingness to comply with suspected child abuse reporting (11166.5 PC)
- Must obtain certification of Standard First Aid, CPR and Basic Life Support within 60 days of employment and must maintain certifications thereafter as a condition of continued employment. The City offers training and certification classes, if needed.
- Fingerprinting and negative TB test results are required
- Must submit verification of legal right to work in the United States as a condition of employment
- Must have ability to pass a physical examination
- All candidates must meet the following physical requirements:
 - Swim 50 yards without stopping
 - Sit or stand for long periods of time (90% of assigned shift, possibly in excess of 10 hours)
 - Ability to walk up and down stairs
 - Ability to lift and maneuver at least 50 pounds

- Ability to be active for the entire work shift
- Ability to bend, kneel, stoop, push, and pull
- Vision requirements: close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus
- Be able to ride a bicycle
- Be able to work outdoors in wet conditions and extreme heat and direct sunlight
- Willingness to work nights, weekends, holidays, and overtime as required
- Ability to establish/maintain productive relations and positive attitude toward others
- Ability to provide outstanding customer service while performing assigned duties, including interpreting and conveying information throughout Central Park
- Supervise public use to enhance recreation activities and insure safe and legal use
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Possess above average organizational skills and be able to multitask
- Possess above average written and oral communication skills
- Maintain a high degree of confidentiality in performing all aspects of assigned responsibilities
- Respond to emergencies in a timely and safe manner and produce competent reports of incidents and injuries
- Recognize hazardous situations and contain area until help arrives and assist other City departments in the event of major emergencies

SELECTION PROCESS

Qualified applications will be evaluated based on related experience and quality of presentation. The most highly qualified applicants will be invited to an oral interview. Applicant evaluations may include a written and physical test. Satisfactory candidates will be placed on an eligibility list. Placements are anticipated immediately after the list is established.

APPLICATIONS MAY BE OBTAINED AT :

City of Fremont
 Recreation Services Division
 3300 Capitol Avenue, Building B
 Fremont, CA 94538
 Or www.fremont.gov

For further information regarding this position, please call (510) 790-5546

**THE CITY OF FREMONT IS AN EQUAL OPPORTUNITY EMPLOYER.
 WE DO NOT DISCRIMINATE ON ANY BASIS.**

The Recreation Services Division will make reasonable efforts in the examination process to accommodate persons with disabilities and for religious reasons. Please advise us of special needs in advance of the examination by calling (510) 494-4347.

Some positions may require a health evaluation.

The information contained herein is subject to change and does not constitute either an expressed or implied contract.

